

# Google Drive

Link to Google Drive Help Center

<https://support.google.com/drive/?hl=en#topic=14940>

## OS X Mavericks: File Sharing

You can set up your computer to share files and folders with other users on your network. Remember that file sharing has a limit of 10 connected users at one time.

1. Create specific folders to share.
2. In System Preferences, open Sharing, and then check the File Sharing checkbox.
3. To select a specific folder to share, click Add (+) at the bottom of the Shared Folders list, and then locate the folder, select it, and click Add.  
To remove a folder from being shared, select it in the Shared Folders list and click Delete (-).
4. To give users access to a folder, select the folder in the Shared Folders list and click Add (+) at the bottom of the Users list. Select a user(s)/group(s) from Network Users or Network Groups, which includes everyone on your network.
5. To specify the amount of access a user can have, select the user in the Users list, and then click the triangles to the right and choose one of the following:

Option	Description
<b>No Access:</b>	The user can't see or copy files from the folder.
<b>Read &amp; Write:</b>	The user can see and copy files to and from the folder.
<b>Read Only:</b>	The user can view the contents of the folder but can't copy files to it.
<b>Write Only (Drop Box):</b>	The user can copy files to the folder but can't view its contents.

6. When done File Sharing, uncheck the checkbox for File Sharing so that the computer is not vulnerable to users connecting to the computer at unexpected times.

## OS X Mavericks: AirDrop

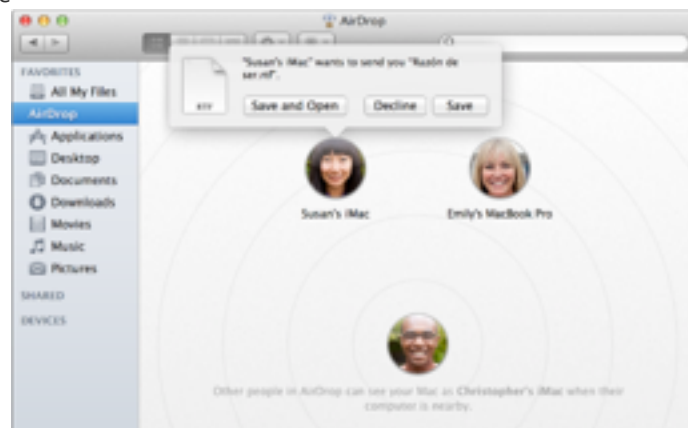
AirDrop lets you quickly send files, clippings, webpages, and more to anyone near you—wirelessly. AirDrop doesn't require passwords, setup, or special settings. It makes sharing with neighbors as simple as dragging and dropping.

To Enable AirDrop:

1. Click on the Finder menu on the menu bar and choose Preferences. If not seeing the Finder menu, open Finder from the dock or click an open area on the desktop for it to appear.
2. On the top of the window that appears, choose the Sidebar option.
3. In the Favorites section, check the box for AirDrop.
4. In a Finder window, the AirDrop option should now appear in the sidebar on the left side of the window.

To Use AirDrop:

1. To see other people nearby, click the AirDrop icon in the sidebar of a Finder window. The other people must also click the AirDrop icon on their computers.  
The user pictures and computer names of those near you appear in the AirDrop window. You also see your picture as it appears to them.
2. Drag the item you want to share to another person's picture. Once the person accepts the file, it's transferred directly to his or her Downloads folder. Here are some examples of things you can share:
  - Text documents, photos, and folders
  - A snippet of text that you've highlighted inside a document or webpage
  - The URL (web address) of the webpage you're currently viewing
  - An MP3 (audio) file



3. When you're done with AirDrop, close the Finder window you used to transfer files. Your Mac is no longer visible to others.